

## **Where to Find Resources and Information on Special Education and Disability-Related Issues**

Parent Information Network  
Arizona Department of Education  
Exceptional Student Services

**September 2000**

### **Accessing Resources And Information**

Resources and information can be found in a variety of ways and places. Due to space limitations, this listing is not all inclusive but rather a starting place for finding essential information on special education (SPED) and disability-related issues.

#### **Advocates**

Individuals who have received special training, and who take action to help someone else or take action on someone's behalf, are known as advocates. Advocates can help parents with special education matters, provide them with information or attend school meetings. For advocacy assistance, or possible intake, call the **Arizona Center for Disability Law, Phoenix, 602-279-6287 or 800-927- 2260 or Tucson, 520-327-9547 or 800-922-1447.**

#### **Arizona Early Intervention Program (AzEIP)**

AzEIP assists eligible families and children (birth to three years old) with special developmental and health care needs. It provides a comprehensive, coordinated, community-based service delivery system, including therapies (OT, PT, Speech). Call **888-439-5609 or 602-532-9960**, for the phone number, location of the closest AzEIP office.

#### **Arizona Department of Education (ADE)**

The Arizona Department of Education, Exceptional Student Services, assigns each school district and charter school an Education Program Specialist who may be called regarding special education matters. Specialists may be contacted directly through the regional numbers below or through a toll-free number, **800-352-4558.**

**Phoenix 602-364-4000**

**Tucson 520-628-6330**

The ADE/ESS Home Page may be accessed via: <http://www.ade.az.gov/ess>.

#### **Arizona Education Laws Annotated**

In addition to Arizona Revised Statutes (ARS), Title 15, the Education Laws Annotated contain Chapters 1 and 2 of Title 7, Education, of the Arizona Administrative Code. Available in libraries or school districts, or via the Internet, <http://www.azleg.state.az.us>

#### **Assistive Technology**

The mission of the Arizona Technology Access Program (AzTAP) is to increase access to assistive technology devices and services for individuals with disabilities and their families throughout Arizona. For more information, call **Phoenix, 602-728-9532.**

## **Child Find**

The ADE/ESS program which promotes the identification and serving of students with disabilities. Also provides developmental guidelines and information for screening preschoolers. Call **Phoenix, 602-364-4015**, or **Child Find, 800-352-4558**.

## **Computer Networks**

Visit the Parent Information Network (PIN) Home Page for links to agencies and disability-specific organizations: <http://www.ade.az.gov/ess/pinspals>.

## **Directories**

Local, state and national disability-related organizations are included in the PIN directory, Parent Groups, Community Resources and Advocacy Organizations for Children with Disabilities for the State of Arizona. To obtain a copy, contact the PIN Specialist for your area, listed under **Parent Information Network Specialists (PINS)**, below.

Grey House Publishing has produced a number of directories including The Complete Directory for People with Disabilities, The Complete Directory for People with Chronic Illness, and The Complete Learning Disabilities Directory. Available at most public libraries or call **800-562- 2139**.

## **Disability-specific Information Sheets**

Developed on the disabilities cited in ARS, Title 15, information sheets are available from the PIN Specialists. Definitions, incidence rates, characteristics and resource information are provided.

## **Information and Referral Service (I & RS)**

The I & RS provides referral information on a variety of topics and organizations throughout the state. Call I & RS, **Tucson, 520-881-1794** or **800-362-3474**, or **Phoenix, 602-263-8856** or **800-352-3792**. The Phoenix office also offers a **Disabilities Help Line** at the listed numbers.

## **Libraries**

Public librarians at information or reference desks can assist in finding information on unlimited topics. Many public, college or university libraries are connected to several other state or national libraries and also offer access to the Internet.

## **Mediation System**

Mediation provides a method for resolution of disputes between school districts and parents of children receiving special education services. Either the parents or the school district may request mediation, but both must agree to the process before the ADE/ESS assigns a mediator. Mediation is provided at no cost to parents. A brochure on Mediation is available from the PIN Specialists, the ADE/ESS Education Program Specialists, or the **ADE/ESS office, Mediation Coordinator, Phoenix, 602-542-3084** or **800-352-4558**.

## **National Information Center for Children and Youth with Disabilities (NICHCY)**

This center publishes a variety of fact sheets, general resources, parent guides, news digests, transition summaries, and bibliographies on various disabilities and special education topics. Many of the documents can be downloaded from the web site; some materials are available in Spanish. Call **800-695-0285**, voice/TT. Internet Web Site: <http://www.nichcy.org>.

## **Network News**

Network News, published by the Parent Information Network, features current, topical issues and information, including a list of upcoming training sessions and conferences for parents and professionals. To be added to the mailing list, write, call, fax, or e-mail your county PIN specialist listed below.

## **Parent Information Network Clearinghouse**

Contact the PIN Specialists, below, for an Order Form for free resources related to special education, parent involvement, and disability-specific information.

## **Parent Information Network Specialists (PINS)**

PINS are consultants who provide on-site and phone consultation, training resources, and information and referrals to support parents of students receiving special education services. PINS also assist educators and service providers to meet the needs of parents and they encourage them to work with parents as equal partners.

### ***Northwestern Arizona***

Coconino, Mohave and  
Yavapai Counties  
Becky Raabe  
P.O. Box 30007  
Flagstaff, AZ 86003-0007  
Phone: 520-526-2566  
Fax: 520-526-8077  
BECKYRAABE@aol.com

### ***Northeastern Arizona***

Apache and Navajo Counties  
Jana L. Bays  
160 Maricopa Dr.  
Winslow, AZ 86047  
Phone: 520-289-6760  
Fax: 520-289-8633  
JLBAYS@winslow-az.net

### ***Central Arizona***

La Paz & West Maricopa  
Counties  
Tina Swearingen  
1285 Avenida Grande  
Casa Grande, AZ  
85222-1015  
Phone 520-836-3023  
Fax: 520-836-0428  
kswear99@cybertrails.com

### ***Central Arizona***

East Maricopa County  
Glenda Frank  
40704 N. 3rd. Ave.  
Desert Hills, AZ 85086  
Phone: 520-330-6801  
Fax: 520-742-7241  
gfrank2001@yahoo.com

### ***Central and Southwestern Arizona***

Gila, Pinal, Pima, Santa Cruz and Yuma Counties  
Shirley Hiltz-Scott  
400 W. Congress, # 241  
Tucson, AZ 85701  
Phone: 520-749-3942  
Fax: 520-749-3949  
sscott@dakotacom.net

### ***Southeastern Arizona***

Cochise, Graham and Greenlee  
Karen Santa Maria  
430 E. Strada Patania  
Oro Valley, AZ 85737  
Phone: 520-742-6075  
Fax: 520-742-1154  
merkadeksm@cybertrails.com

## **Procedural Safeguards**

Procedural safeguards are those procedures established by federal and state laws to preserve and protect certain educational rights for students with disabilities. The safeguards include:

- the right to informed consent on evaluations and placement;
- the opportunity to examine all educational records, participate in meetings, and obtain an independent evaluation at no expense to the parent;
- appointment of a surrogate parent;
- prior written notice of proposed actions, in the parents' native language;
- the right to information on discipline procedures;
- opportunity for voluntary mediation;
- opportunity to present complaints (due process requests) and the right to appeal
- the right to "stay put" in a child's current placement during a due process hearing;
- provision of notice by parent to the LEA (Local Education Agency) of intent to file a
- provision of a model form by the SEA (State Education Agency) for filing a complaint;
- notification on transfer of rights to the student at age 18;
- a responsibility to notify the school of the intent for a private placement of a student;
- attorney's fees, in certain cases.

For a copy of procedural safeguards, call your school district SPED office, an ADE Education Program Specialist (listed above) or a PIN Specialist. The procedural safeguards are also available on the ADE/ESS Home Page under "Data Farm," at <http://www.ade.az.gov/ess>.

## **Project SUPPORT**

SUPPORT (a System for Utilizing Peers in Program Organization Review and Technical Assistance) is a support system of the ADE/ESS which provides technical assistance to teachers and administrators when professional expertise is requested or required to improve the education of children with disabilities. There is no charge to the school or district for this service. Call **Project SUPPORT, Phoenix, 602-364-4005 or 800-352-4558.**

## **Rehabilitation Services Administration (RSA)**

Administered by the Arizona Department of Economic Security, RSA provides specialized services to eligible individuals with disabilities. Services include vocational rehabilitation, independent living and employment support. To find the closest RSA office, check the state government listing for Economic Security, Department of, in the "blue" pages of your phone book.

## **School Districts and Charter Schools**

School administrative offices can provide information on Special Education policies and procedures, including promotion and graduation requirements; discipline, suspension and expulsion; criteria for evaluation and placement for special education services; Section 504 criteria for students with disabilities, and Title 1 services.

## **Special Edition**

The Special Edition newsletter published by the ADE/ESS, provides information on special education topics and disability issues. Call the ADE/ESS, **Phoenix, 602-364-4005 or 800-352-4558**, to be placed on the mailing list.

## **Training Opportunities**

PIN Specialists can present specially tailored workshops and video sessions for parents, educators, service providers, and college students on: participation in the special education process; rights and responsibilities; advocacy; social skills; communications; mediation; the six education transition stages - from early intervention services (at age 3) through exiting high school; and helping parents deal with their child's disability.

A list of workshops with descriptions and length can be obtained from the PIN Specialists. The workshops can be tailored to the needs of a community. Many of the video workshops can be facilitated by school personnel or agency staff using the available facilitator's guides.

Many school districts use the workshops to meet the increased emphasis on parent participation in the special education process; and, to fulfill some of the related services provisions of helping parents to acquire the necessary skills that will allow them to support the implementation of their child's IEP or IFSP.

### **Transition Services**

Public Law 105-17 requires that a transition plan addressing courses of study must be developed no later than 14 years of age for students with disabilities. By age 16, or younger when appropriate, a student's IEP must contain information on the types of transition services that are needed by the student to promote movement toward the postschool activities he or she is interested in pursuing. Call the ADE/ESS, Phoenix, 602-364-4000 or 800-352-4558, or Tucson, 520-628-6330, for more information or training.

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